

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessed by:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Score:** \_\_\_\_\_ / 37 **Percentage:** \_\_\_\_\_ %

**Task 1:** Student read each word aloud. Place a ✓ next to each verb.  
Leave blank if the word cannot be a verb.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> submit         | <input type="checkbox"/> convenience   | <input type="checkbox"/> insert        |
| <input type="checkbox"/> submission     | <input type="checkbox"/> convenient    | <input type="checkbox"/> authorization |
| <input type="checkbox"/> raise          | <input type="checkbox"/> inconvenient  | <input type="checkbox"/> author        |
| <input type="checkbox"/> implement      | <input type="checkbox"/> inconvenience | <input type="checkbox"/> authorize     |
| <input type="checkbox"/> implementation | <input type="checkbox"/> delivery      | <input type="checkbox"/> authorized    |
| <input type="checkbox"/> receive        | <input type="checkbox"/> deliver       | <input type="checkbox"/> offer         |
| <input type="checkbox"/> receipt        | <input type="checkbox"/> by            | <input type="checkbox"/> various       |
| <input type="checkbox"/> accept         | <input type="checkbox"/> document      | <input type="checkbox"/> propose       |
| <input type="checkbox"/> acceptance     | <input type="checkbox"/> arrive        | <input type="checkbox"/> proposal      |
| <input type="checkbox"/> apology        | <input type="checkbox"/> arrival       | <input type="checkbox"/> orderly       |
| <input type="checkbox"/> apologize      | <input type="checkbox"/> employ        | <input type="checkbox"/> order         |
| <input type="checkbox"/> ask            | <input type="checkbox"/> employee      | <input type="checkbox"/> office        |
| <input type="checkbox"/> prevent        | <input type="checkbox"/> employer      |  |
| <input type="checkbox"/> accident       | <input type="checkbox"/> employment    |  |

**Notes and Observations:**

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**Task 2:** Choose the correct answer.

1. The company \_\_\_\_\_ several new employees last month.  
 employment  
 employed
2. The customer \_\_\_\_\_ our apology immediately.  
 accept  
 acceptance
3. We \_\_\_\_\_ all customer orders online.  
 receive  
 reception
4. The manager \_\_\_\_\_ a new training program.  
 proposal  
 proposed
5. Our office \_\_\_\_\_ all important documents electronically.  
 document  
 documents

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**Task 3:** Choose the best answer.

1. Please \_\_\_\_\_ your application before Friday.  
(A) submitting  
(B) submission  
(C) submit  
(D) submitted
2. The company has \_\_\_\_\_ a new safety procedure.  
(A) implementation  
(B) implemented  
(C) implementing  
(D) implement

3. We sincerely \_\_\_\_\_ for the inconvenience.
- (A) apology  
 (B) apologized  
 (C) apologize  
 (D) apologizing
4. Customers can \_\_\_\_\_ additional information by email.
- (A) asking  
 (B) ask  
 (C) asked  
 (D) asks
5. The package will \_\_\_\_\_ tomorrow morning.
- (A) arrival  
 (B) arrived  
 (C) arrive  
 (D) arriving

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**Task 4:** Choose the correct answer.

1. Employees should _____ their reports before leaving.	submit	submitted
2. We must _____ an authorization card to enter the building.	insert	inserting
3. The company can _____ office accidents by improving safety rules.	prevent	preventing

4. They will _____ your order this afternoon.	deliver	delivering
5. The customer didn't _____ the document yesterday.	receive	received

**Task 5:** Choose the best answer.

1. Please \_\_\_\_\_ all required documents to the front office.  
(A) submit  
(B) submitting  
(C) submitted  
(D) submission
2. Employees must \_\_\_\_\_ any problems to their supervisor immediately.  
(A) raise  
(B) raised  
(C) raising  
(D) raises
3. The company plans to \_\_\_\_\_ a new online ordering system next month.  
(A) implementation  
(B) implemented  
(C) implement  
(D) implementing
4. We appreciate your \_\_\_\_\_ while we process your request.

- (A) convenient
- (B) convenience
- (C) conveniently
- (D) inconvenience

5. The receptionist will \_\_\_\_\_ all visitors when they arrive.

- (A) receive
- (B) received
- (C) receiving
- (D) reception

**Task 6:** Match the words with their meanings

COLUMN A (WORDS)		COLUMN B (MEANINGS)	
1	can	A	có lẽ - phỏng đoán
2	didn't	B	sẽ
3	do	C	có thể - khả năng
4	don't	D	nên
5	may	E	nhấn mạnh
6	must	F	hiện tại phủ định
7	should	G	quá khứ phủ định
8	should	H	nên
9	will	I	phải